

Active Devon Board

Notes of the meeting held at Haven Banks OEC, Haven Road, Exeter EX2 8DP

Board Members Present:

Holly Woodford, Lyn Brown, Karen Cook, Diana Crump, Nigel Rowe, John Smith, Richard Atkins

Also in attendance:

Matt Evans (Chief Executive, Active Devon), Andy Sloper (Business Development Manager, Active Devon), Debbie Stafford (Living Options Devon - observing)

For item 3: Karen Jones (Senior Development Manager, Active Devon)

For items 6, 7 & 8: James Bogue (Senior Development Manager, Active Devon)

For item 8: Hannah Colston and Stuart Dudley (Senior Development Managers, Active Devon)

For item 8(b): Laura Robinson, Tom Mack, Louise Evans, Charlotte Broadhead (Active Devon Development Team)

Apologies:

Jim Nye, Jim Barrett (Local Government Relationship Manager South West, Sport England)

Chair's Welcome and Opening Remarks

HW welcomed members to the meeting. In noting that this would be his last meeting she paid tribute to NR's contribution to the Board over many years. She welcomed RA to his first meeting and he gave a brief introduction to his background as recently retired Principal of Exeter College, Member of the Council of the University of Exeter and Chair of AoC (Association of Colleges) Sport. She also introduced DS who was a guest observing the meeting. Finally HW commented on: the implications of the referendum result, and; progress with the CSP appraisal.

2. Declaration of Interests

There were no interests to declare

3. Notes of the meeting held on 26th May 2016 and matters arising

(a) Safeguarding 'induction' (Karen Jones)

KJ gave a presentation detailing key aspects of the recently adopted Safeguarding Policy. She noted most significantly that this was a combined Children/Young People's and Adults at Risk Policy statement with separate procedures as relevant to each group. She thanked LB and DC for their significant assistance in drafting the new policy and DC reflected on the significant amount of work that had gone in and the valuable learning accrued. In response to HW, KJ summarised the procedures in place to record and monitor any referrals or allegations that occurred. ME confirmed that a brief report on frequency and nature of incidents would continue to be provided on an annual basis, usually in line with the annual review cycle of the Policy. HW thanked KJ for her work on the policy and for her presentation.

There were no other matters arising.

Ref:	Decisions
160721 ADB A	<i>The notes of the meeting on 26th May 2016 were signed as a true record.</i>

4. Finance Report (including annual audit report)

KC introduced the report which had been previously circulated. She reported that, not unusually for a report at the early stage of the year, there were no significant variances or movements. She also commented positively on the unqualified audit report.

The Board discussed the importance of the Investment Strategy in underpinning the new Active Devon strategy. It was agreed this should be a key focus of the November Board 'away day' meeting. Helpful context for the discussion should be provided in the form of an analysis of the strategic areas against which resources are currently deployed and an assessment of external opportunities and funding sources.

In response to RA, ME suggested that it was expected that the CSP Appraisal Report would be published imminently, although he anticipated it may not clarify Sport England investment positions.

Ref:	Decisions
160721 ADB B	<i>The Board noted the contents of the FY17 Q1 Finance and Audit report</i>
160721 ADB C	<i>The Board accepted the Auditor's report for the year ended 31 March 2016</i>
160721 ADB D	<i>The Board agreed that the key focus of the extended Q2 Board meeting should be the Inward Investment Strategy</i>

5. Performance Report

LB introduced the report which had been previously circulated. She explained that the Red rating for School Games reflected the cancellation of the Summer School Games due to adverse weather. ME added that this would inevitably lead to a Red rating at the end of the grant period (Q2). Two further amber ratings reflected matters discussed in other agenda items (ie Investment Strategy and Ping Initiative).

ME also introduced the 'Line of sight' document which intended to provide clarity to the Board in respect of the annual delivery plan. Whilst it did so, HW emphasised the need to keep performance reports concise and containing enough information to see that day-to-day work is delivering on objectives/priorities. She considered it would not be desirable to see team spending additional time on producing the performance report.

Ref:	Decisions
160721 ADB E	<i>The Board noted the contents of the FY17 Q1 Performance Report</i>

6. H&S Update

ME updated the Board, highlighting developments since the last Board report in May about the incident which had occurred in March. There was a further discussion which was confidential in nature.

Ref:	Decisions
160721 ADB F	<i>The Board noted the contents of the H&S Update</i>
	<i>Further confidential decisions / actions were agreed</i>

7. Risk Report

JS introduced the report which had been previously circulated. He highlighted a number of occurrences such as Brexit and CSP Appraisal which had already been mentioned in the meeting. Prior to the meeting he had discussed with AS, ME, HW and NR the current approach to the risk of 'Major Incidents' whereby the operational/safety risks and the reputational risks are dealt with respectively in the SMT and Board level registers. The Board discussed this approach and concluded that the operational/safety risk should be elevated to the Board level register.

Ref:	Decisions
160721 ADB H	<i>The Board noted the contents of the FY17 Q1 Risk Report</i>
160721 ADB I	<i>That 'Serious safety incident or emergency' risk (currently 040 on the SMT Risk Register) should be elevated to the Board Risk Register</i>

8. Strategy (presentations)

(a) Targets & Measures

(b) Active Devon Values

(a) Strategy Target - ME gave a presentation outlining work which had been undertaken by the SMT in response to scoping the headline target ambition for the new strategy. He included the rationale based on historical performance, future opportunities and assumptions about new approaches. The proposal was for Active Devon's target to be: "To help at least 125,000 people in Devon to GET more active or STAY active... two thirds of the people we help will be amongst Devon's half a million least active people."

HW commented that she had attended a recent SMT meeting to discuss the challenge that had been set by the Board and she congratulated the SMT on the way it had approached identifying the target. The Board accepted the target proposed, including a slight amendment of the wording suggested by DC. The Board was now satisfied that the contents of the strategy could be used as the basis for consultation and engagement with partners.

(b) Active Devon Values - ME briefly summarised the process of collecting feedback from Board Members and the team about Active Devon's values. He identified the common themes that emerged and then invited various team members to introduce the six Values proposed by presenting specific examples of how Active Devon's work demonstrated the values:

- **Passion** was introduced by Charlotte Broadhead, Development Assistant in North
- **Responsiveness** was introduced by Laura Robinson, Community Organiser Exeter
- **Inclusion** was introduced by Tom Mack Development Manager (Volunteering) & Development Coordinator North
- **Integrity** was introduced through video by Katy Leonard, Development Coordinator Exeter, Lorraine Harris Development Coordinator Mid Devon and Lisa Alford, Development Coordinator South Hams & West Devon
- **Collaboration** was introduced by Hannah Colston, Senior Development Manager and Louise Evans, Development Manager
- **Making a Difference** was introduced by Stuart Dudley, Senior Development Manager

JS considered that the clarity and common purpose of the values demonstrated the progress made in the last few years. Reflecting on the Collaboration value DC considered that in her experience partners gained a lot from their collaboration with Active Devon and DS commented as an external observer how positive it was to see the values genuinely owned and driven throughout the team. HW endorsed the comments made by other Board Members and thanked the team members for preparing, attending and delivering their excellent presentations. The Values proposed were agreed unanimously by the Board.

Ref:	Decisions
160721 ADB J	<i>The headline target for the Active Devon Strategy was agreed as: "To help at least 125,000 people in Devon to GET more active or STAY active... two thirds of the people we help will be amongst Devon's half a million least active people."</i>
160721 ADB K	<i>Active Devon's Values were agreed as: Passion, Collaboration, Inclusion, Making a Difference, Integrity and Responsiveness</i>

9. AOB

(a) dates for future meetings

ME alerted Board Members that the annual Board Member survey and 1-1 reviews would be arranged before the next Board meeting, giving Board members an opportunity to offer feedback and their desire/aspiration to help with Active Devon's work.

Ref:	Actions	Who	Date
160721 ADB 02	<i>Liase with Board Members to make arrangements for annual Board Member survey and reviews</i>	ME	Oct-16

Future Meeting Dates

Thu 3 November 2016 (Away day 1000-1400)
 Thu 26 January 2017
 Thu 16 March 2017 (Bus Plan & Budget)
 Thu 23 March 2017 Annual Stakeholder Networking Event
 Thu 27 April 2017

Venue: Haven Banks

I agree these minutes are an accurate and true reflection of the Active Devon Board Meeting held on 21st July 2016


 Chair, Active Devon

03/11/16
 Date

Active Devon Board - Actions Log

Updated 27/10/2016

Ref:	Actions	Who	Date	Status
160721 ADB 02	<i>Liaise with Board Members to make arrangements for annual Board Member survey and reviews</i>	ME	Oct-16	Ongoing
160721 ADB 01	<i>Seek advice from DCC and send communication to other Ping Lead Partners</i>	ME	ASAP	Complete
160526 ADB 04	<i>Develop sections on: AD's role re national agenda; target/measures, and; values</i>	SMT	Jul-16	Complete
160526 ADB 01	<i>Review 3 year forecast when outcome of CSP appraisal is known</i>	ME	Jul-16	Complete
160316 ADB 04	<i>Offer feedback to Commissioner upon conclusion of the tendering process</i>	ME	Sept-16	Ongoing